



**BOCA PREP**  
**INTERNATIONAL SCHOOL**  
**UNITED STATES OF AMERICA**

## **International Student Program (ISP)**

### **Document Check List to be filled by the home school**

#### **Student:**

1.	I-20 Information Form (please print/type)	
2.	Matriculation Form for ISP	
3.	Emergency Authorization Form	
4.	Medical Records from the home school	
5.	Mentor's Report from the home school w/Head of School's Signature	
6.	Vaccination Card	
7.	Official Medical Certificate (translated into English)	
8.	2 Passport Sized Photos	
9.	Picture Authorization Form	
10.	Photocopy of Passport	
11.	Official Birth Certificate (or notarized copy)	
12.	ISP Bulletin Signature Page	

## **International Student Program (ISP)**

Firstly, we would like to thank you for showing interest in the International Student Program at Boca Prep International School.

For registration in this program, the student's family and IES/SEK School must complete and send a series of important documents. These forms are necessary for the Boca Prep contract with the family, Host Family and to obtain the student visa issued by American Immigration services.

Please find below a brief description and explanation of each of our required documents. Should you find it difficult to understand these English language documents, please do not hesitate to ask the ISP Coordinator of your local IES/SEK School.

1. Document Number One: I-20 Student Information Form. This document is needed by Boca Prep in order to request and issue the pupil's "student visa". The information must be typed or written in Capital letters.
2. Document Number Two: Matriculation Form for Boca Prep ISP. This is the contractual agreement between Boca Prep and the student's family for the International Student Program. It must be fully completed and signed by both the family and the travelling student to show full agreement with all the conditions.
3. Document Number Three: Boca Prep Emergency Authorization. This document is the equivalent of Boca Prep's own medical forms and provides important medical information for the Boca Prep school medical department. It also authorizes Boca Prep staff to take the child to a medical centre or hospital in an emergency. This form should be signed in the presence of an IES/SEK member of staff in the home country school and bear the school seal to witness the signature.
4. Document Number Four: Student's school medical records. The student's IES/SEK School should provide parents with a copy of their child's school's medical records so that they can make sure that it is up to date.
5. Document Number Five: Mentor's report. This is prepared by the student's Mentor or Tutor in the school of origin. This document must be signed by the Head of School.
6. Document Number Six: Vaccination card, including full list of vaccinations, dates and signature of the person responsible for the vaccination.
7. Document Number Seven: Medical certificate. This document should be originally in English or at least an English translation. If there is no official vaccination certificate in your country, then the official medical certificate should show that the student is up to date with vaccines.
8. Document Number Eight: Two color passport sized photos.
9. Document Number Nine: Picture Authorization Form.
10. Document Number Ten: Photocopy of the student's passport with photograph.
11. Document Number Eleven: Birth Certificate.
12. Document Number Twelve: ISP Bulletin Signature Page.